

## **Trustees' Annual Report**

For the period

From 1st April 2022 to 31st March 2023

Charity name: 3rd Sevenoaks (Riverhead and Dunton Green) Scout Group

Registered charity number: 303437

Charity's principal address: Bradbourne Vale Road, Sevenoaks

Names of the charity trustees who manage the charity

1. Andrew Holland – Chairman
2. Chris McCann – Scout Leader
3. Robert Downard – Group Administrator
4. Martin Denton – Trustee Board Member
5. Maki Baxter – Treasurer
6. Stevo Durbaba – Assistant Cub Scout Leader
7. James Holman – Secretary
8. Ian Manuel – Group Scout Leader
9. Paul Heath – Cub Scout Leader
10. Tom McKeen -Quarter Master
11. James Finley – Beaver Leader

The Group is managed by the Trustee Board, the members of which are the 'Charity Trustees' of the Scout Group which is an educational charity. As charity trustees they are

responsible for complying with legislation applicable to charities. This includes the registration, keeping proper accounts and making returns to the Charity Commission as appropriate. The Committee consists of 3 independent representatives, Chair, Treasurer and Secretary together with the Group Scout Leaders, individual section leaders and parents representation and meets every 2 months. The Group's governing documents are those of The Scout Association. They consist of a Royal Charter, which in turn gives authority to the Bye Laws of the Association and The Policy, Organisation and Rules of The Scout Association. The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association. The Group is a trust established under its rules which are common to all Scouts. The Trustees are elected by the Group Council at the Annual General Meeting (AGM). Where their appointment is made during the year, they are subject to the vote of the Group Council at the next AGM.

## **Risk and Internal Control**

The Group Executive Committee has identified the major risks to which they believe the Group is exposed, these have been reviewed and systems have been established to mitigate against them. The main areas of concern that have been identified are:

Reduction or loss of members. The Group provides activities for all young people aged 6 to 18. If there was a reduction in membership in a particular section or the group as whole then there would have to be a contraction, consolidation or closure of a section. In the worst case scenario the complete closure of the Group.

Damage to the building, property and equipment. The Group would request the use of buildings, property and equipment from neighbouring organisations such as the church, community centre and other Scout Groups. The Group has sufficient buildings and contents insurance in place to mitigate against permanent loss.

Injury to leaders, helpers, supporters and members. The Group through the capitation fees contributes to the Scout Associations national accident insurance policy. Risk Assessments are undertaken before all activities.

Reduced income from fund raising. The Group is primarily reliant upon income from subscriptions and fundraising. The group does hold a reserve to ensure the continuity of activities should there be a major reduction in income. The Committee could raise the value of subscriptions to increase the income to the group on an ongoing basis, either temporarily or permanently.

Reduction or loss of leaders. The group is totally reliant upon volunteers to run and administer the activities of the group. If there was a reduction in the number of leaders to an unacceptable level in a particular section or the group as a whole then there would have to be a contraction, consolidation or closure of a section. In the worst case scenario the complete closure of the Group.

The group has in place systems of internal controls that are designed to provide reasonable assurance against material mismanagement or loss, these include 2 signatories for all payments and comprehensive insurance policies to ensure that insurable risks are covered.

### **Objectives and Activities**

The objectives of the group are as a unit of the Scout Association.

The Aim of The Scout Association is to promote the development of young people in achieving their full physical, intellectual, social and spiritual potentials, as individuals, as responsible citizens and as members of their local national and international communities. The method of achieving the Aim of the Association is by providing an enjoyable and attractive scheme of progressive training, based on the Scout Promise and Law and guided by adult leadership. The Group meets the Charity Commission's public benefit criteria under both the advancement of education and the advancement of citizenship or community development headings.

A comprehensive discussion of the activities undertaken by each section follows this report.

### **Reserves Policy**

The Group's policy on reserves is to hold sufficient resources to continue the charitable activities of the Group should income and fundraising activities fall short. The Group Executive Committee considers that the group should hold a sum equivalent to 6 months running costs, which is around £9,500. This figure was reviewed this year, and was increased by £1,000

The Group held reserves of £39,623 at the year end, which is above the level required to meet ongoing operating costs. Reserves include £1,133 (2022: £1,133) remaining of an amount donated in the memory of Andrew Wood, which will be used as needed to maintain the environmental area.

The Group adopts a risk averse approach to the investment of its funds. All funds are held in cash with mainstream banks.

## **2023 Financial Review**

### Review of the year

The net result for the year was a deficit of receipts over payments of £4,944. Together with bank and deposit balances brought forward at the beginning of the year, the cash balance carried forward at 31st March, 2023 totalled £39,623.

The subscriptions figure was higher this year (2023: £16,906, 2022: £16,230).

Donations (2023: £1,040, 2022: £9,890). We received two matched corporate donations as well as a one off cash donation.

Gift Aid received in the year (2023: £3,308, 2022: £624) is claimed on subscriptions received in the previous financial year.

Fundraising: Due to the timings of the passing of Her Majesty, Queen Elizabeth II, coinciding with the date of the Carnival, we made the decision to cancel it for 2022. We retained £650 in stall fees which will be carried over to next 2023. We were unable to recoup back some of the costs we purchased. (2023: £284, 2022: £5,281). Fireworks night was very well received and successful (2023: £5,292, 2022: £5,211).

We noticed a significant increase in General expenses for this year. We modernised our electricity and added lighting to external areas. We also spent £6031 in fencing, ensuring a safe place for our Scouts to meet. £2,671 was paid to cover waste, sewage and rubbish, double of what we spent last year. An additional £2,568 was paid for utilities (gas, electric and water).

For 2023-24, we plan to renovate the very old kitchen. We will also be continuously reviewing our equipment and replacing/repairing as needed.

**3rd Sevenoaks(Riverhead and Dunton Green) Scout Group**  
**Receipts and Payments accounts for the year from 1 April 2022 until 31 March 2023**

	2023		2022
Receipts	£		£
<b>Donations and similar income</b>			
Membership subscriptions	16,906		16,230
Less membership subscriptions paid to district	(10,024)		(9,369)
Donations / Grants / Sevenoaks District Restart Grant	1,040		9,890
Gift Aid	3,308		624
Other	350		200
<b>Fund raising</b>			
Carnival	(manual) 790	(manual)	7,972
Fireworks	(manual) 7,219	(manual)	7,511
Sponsored events	0		0
Other	0		0
Insurance Claim			
<b>Investment income</b>			
Bank interest	0		0
Other Income	207		175
<b>Total receipts</b>	<u>19,795</u>		<u>33,234</u>
<b>Payments</b>			
Troop and pack activities	1,329		1,550
Rent	125		375
Water and sewage and rubbish	2,568		1,577
Electricity and Gas	2,671		1,267
Insurance	1,411		1,043
Repairs	10,186		5,531
Equipment	3,146		836
Administration	733		1,096
Camp income	12,502		16,573
Camp expenses	- 10,807		- 14,768
Contribution to/from camp costs	(1,695)		-1,806
Uniforms, badges and scarves	1,833		2,352
Other	0		0
<b>Fundraising expenses</b>			
Carnival	(manual) 506	(manual)	2,691
Fireworks	(manual) 1,927	(manual)	2,301
Sponsored activities	0		0
Other	0		0
<b>Total payments</b>	<u>24,739</u>		<u>18,814</u>
<b>Net of receipts/(payments)</b>	<u>-4,944</u>		<u>14,420</u>
<b>Cash funds last year end</b>	(manual) 44,567 *		30,154
<b>Cash funds this year end</b>	<u>39,623</u>		<u>44,574</u>

**3rd Sevenoaks(Riverhead and Dunton Green) Scout Group  
Statement of assets and liabilities at 1 April 2022**

	2023	2022
	£	£
<b>Cash funds</b>		
Bank current account	39,623	44,574
Bank deposit account	0	0
Cash/Floats		
<b>Total cash funds</b>	<u>39,623</u>	<u>44,574</u>
<b>Other monetary assets</b>		
Tax claim	3,564	3,281
	<u>          </u>	<u>          </u>
<b>Other assets for own use</b>		
Uniform stock	649	738
	<u>          </u>	<u>          </u>
<b>Liabilities</b>		
Expenses incurred but not invoiced	0	0
Other	0	0
	<u>          </u>	<u>          </u>
	<u>          </u>	<u>          </u>

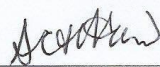
**Contingent liabilities and future obligations - none**

**Scouting equipment/kit** - is not reported in the accounts. The policy is to expense expenditure in the year in which it was incurred. The insured value of equipment/kit is £101,105 (2022: £71,937).

The above receipts and payments account and statement of assets and liabilities were approved by the trustees on \_\_\_\_\_ and signed on their behalf by

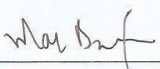
Signature

Print name



Andrew Hollands

Chair



Maki Baxter

Treasurer

**Independent Examiner's Report to the Trustees of the  
3<sup>rd</sup> Sevenoaks (Riverhead and Dunton Green) Scout Group**

I report on the accounts of the Group for the year ended 31<sup>st</sup> March 2023 which comprises the Receipts and Payments Account, the Statement of Assets and Liabilities, and related notes. This report is made solely to the trustees in accordance with Sections 43 and 44 of the Charities Act 1993. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an Independent Examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees for any examination work.

**Respective responsibilities of Trustees and Examiner**

The Group's trustees are responsible for the preparation of the accounts. They consider that an audit is not required for this year (under Section 43(2) of the Charities Act 1993 (the 1993 Act)) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under Section 43(3)(a) of the 1993 Act);
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 43(7)(b) of the 1993 Act); and
- to state whether particular matters have come to my attention.

**Basis of Independent Examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Group and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

**Independent Examiner's Statement**

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements
    - to keep accounting records in accordance with Section 41 of the 1993 Act; and
    - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 At
  2. have not been met; or
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: ..... 

Name: ALISON CONWAY .....

Qualification: AAT .....

Address: 106 MOUNT HARRY ROAD  
SEVENOAKS, KENT, TN13 3JN .....

Date: 5/5/2023 .....